1. How does tracking and measuring progress benefit a project? Select all that apply.   0.75 / 1 point

   ☑ Disregards new risks so the team can focus on current tasks

   ⊗ This should not be selected
   Tracking is crucial for recognizing risks and issues that can derail the project. It also helps team members stay on top of deadlines, makes project information transparent, and builds confidence that the project will finish on time, in scope, and within budget.

   ☑ Builds confidence that the project will finish on time, in scope, and within budget

   ✓ Correct
   Tracking and measuring progress gives an up-to-date picture of the project's status, which helps to motivate and focus the team. It also helps team members stay on top of deadlines, makes project information more transparent, and helps identify risks and issues.

   ☑ Helps team members and stakeholders stay on top of deadlines and goals

   ✓ Correct
   Tracking and measuring progress helps the project team stay on top of project milestones and complete tasks on time. It also makes project information transparent, helps identify risks and issues, and builds confidence that the project will finish on time, in scope, and within budget.

   ☑ Makes project information transparent

   ✓ Correct
   Tracking and measuring progress makes information more transparent, which is essential for accurate decision-making. It also helps team members stay on top of deadlines, helps identify risks and issues, and builds confidence that the project will finish on time, in scope, and within budget.

2. Which items should you track throughout the project execution phase? Select all that apply.   0.75 / 1 point

   ☑ Individual team members' schedules

   ⊗ This should not be selected
   While it's good to have a sense of what your team members are working on and where they're spending their time, you don't need to track each team member's schedule. Rather, you should always track the project schedule to ensure that the project is effectively heading toward its completion date. You should also regularly track progress towards milestones, project costs, and key decisions and changes.

   ☑ Progress toward milestones

   ✓ Correct

In order to avoid missing deadlines, it's important to track tasks as the team approaches key milestones. You should also track the project schedule, project costs, and key decisions and changes.

☑ Project costs

✓ Correct
Keeping track of costs ensures that you don't overspend or underspend on project tasks. You should also track the project schedule, progress towards milestones, and key decisions and changes.

☑ Key decisions and changes to the project

✓ Correct
Keeping track of big decisions, like scope changes, will help keep stakeholders aligned so the project can succeed. You should also track the project schedule, progress towards milestones, and project costs.

3. Which of the following are tools for tracking project progress? Select all that apply.   0.75 / 1 point

☑ Gantt charts

✓ Correct
Gantt charts measure tasks against time and include information like the owner and order of each task. Roadmaps and burndown charts are also helpful tools for tracking project progress.

☑ Burndown charts

✓ Correct
Burndown charts give a detailed breakdown of tasks for projects where finishing on time is the top priority. Roadmaps and Gantt charts can also help you track project progress.

☑ RACI charts

⊗ This should not be selected
RACI charts help define roles and responsibilities during the planning phase. Roadmaps, burndown charts, and Gantt charts are helpful tools for tracking project progress during the execution phase.

☑ Roadmaps

✓ Correct
Roadmaps illustrate how projects should evolve over time and help track big milestones. Burndown charts and Gantt charts are also useful for tracking project progress.

4. Which of the following are common components of a project status report? Select all that apply.

☑ Roles and responsibilities

⊗ This should not be selected
Roles and responsibilities are not generally included in a project status report. A project status report usually contains the project name, date, summary, status, milestones and tasks, and any issues.

☑ Costs

⊗ This should not be selected
Costs are not generally included in a project status report. A project status report usually contains the project name, date, summary, status, milestones and tasks, and any issues.

☑ Status

⊘ Correct
The status of the project illustrates your actual progress versus your planned progress. Other common components of a project status report include the project name, date, summary, milestones and tasks, and any issues.

☑ Summary

⊘ Correct
The summary condenses the project's goals, schedule, highlights, and lowlights in one central place for easy stakeholder visibility. A project status report also generally contains the project name, date, status, milestones and tasks, and any issues.

☑ Milestones and tasks

⊘ Correct
A description of the project's major milestones thus far and current tasks helps the team and stakeholders easily visualize the progress of those elements. The project status report also generally includes the project name, date, summary, status, and any issues.

☑ Issues

⊘ Correct
The issues section includes your project's current roadblocks and potential risks. Other common components of a project status report include the project name, date, summary, status, and milestones and tasks.